

## Appendix C - Practical Exercises and Solutions

### PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 1: CAA2F108 version 001

#### PRACTICAL EXERCISE

<b>Title</b>	Process Personnel Strength Accountability Updates						
<b>Lesson Number / Title</b>	CAA2F108 version 001 / Process Personnel Strength Accountability Updates						
<b>Introduction</b>	The following practical exercise will examine your ability to Process Personnel Accountability Strength Updates.						
<b>Motivator</b>	<p>As Soldier's, you move from state to state and overseas. At each place of duty, you are assigned to a specific unit. Upon arrival you will sign into the unit and be added to that unit's strength ensuring your information is current not only on the local files, but also at the very top of the Army. Now let us imagine the unit failed to report your arrival to the unit. Not only does the Army not have an accurate record of your location, it also could affect your chance for promotion and could delay any pay entitlements you should be receiving. As Human Resource Information Systems Management Specialists, you must ensure that accurate accountability information, such as arrivals, are submitted in a timely manner to maintain unit readiness and accurate accountability of Soldiers.</p>						
<b>Terminal Learning Objective</b>	<p><b>NOTE:</b> The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.</p> <p>At the completion of this lesson, you [the student] will:</p> <table><tr><td><b>Action:</b></td><td>Process Personnel Strength Accountability Updates</td></tr><tr><td><b>Conditions:</b></td><td>Given access to the eMILPO training database, a AAA-162 Unit Personnel Accountability Report, a AAA-165 Unit Personnel Accountability Notices, a AAA-342 Alpha Roster, AR 600-8-6, and AR 630-10.</td></tr><tr><td><b>Standards:</b></td><td><ol style="list-style-type: none"><li>1. Processed strength related updates to maintain a 100% accountability of all personnel.</li><li>2. Identified corrective actions required to resolve the AAA-165 Unit Personnel Accountability Notices.</li><li>3. Reconciled out of balance strength conditions on the AAA-162 Unit Personnel Accountability Report.</li></ol></td></tr></table>	<b>Action:</b>	Process Personnel Strength Accountability Updates	<b>Conditions:</b>	Given access to the eMILPO training database, a AAA-162 Unit Personnel Accountability Report, a AAA-165 Unit Personnel Accountability Notices, a AAA-342 Alpha Roster, AR 600-8-6, and AR 630-10.	<b>Standards:</b>	<ol style="list-style-type: none"><li>1. Processed strength related updates to maintain a 100% accountability of all personnel.</li><li>2. Identified corrective actions required to resolve the AAA-165 Unit Personnel Accountability Notices.</li><li>3. Reconciled out of balance strength conditions on the AAA-162 Unit Personnel Accountability Report.</li></ol>
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<b>Standards:</b>	<ol style="list-style-type: none"><li>1. Processed strength related updates to maintain a 100% accountability of all personnel.</li><li>2. Identified corrective actions required to resolve the AAA-165 Unit Personnel Accountability Notices.</li><li>3. Reconciled out of balance strength conditions on the AAA-162 Unit Personnel Accountability Report.</li></ol>						
<b>Safety Requirements</b>	No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In event of electrical storms, you will be instructed to power down equipment.						
<b>Risk Assessment</b>	Low						
<b>Environmental</b>							

<b>Considerations</b>	
<b>Evaluation</b>	Students must score 70% on the practical exercise before moving on to the lesson test.
<b>Instructional Lead-In</b>	There are many duties included in your role as a Human Resource Information Systems Management Specialist. Specifically, you must possess the ability to successfully process personnel accountability strength updates.
<b>Resource Requirements</b>	<p><b>Instructor Materials:</b> Lesson Plan, Student Handouts, Viewgraphs, and Practical Exercises.</p> <p><b>Student Materials:</b></p> <ol style="list-style-type: none"> <li>1. Answer Sheet</li> <li>2. PE Supplement</li> <li>3. Number 2 pencil</li> <li>4. A Computer with the following electronic regulations: <ol style="list-style-type: none"> <li>a. eMILPO Functional Guidance</li> <li>b. eMILPO Users Manual</li> <li>c. AR 600-8-6, and AR 630-10</li> </ol> </li> </ol>
<b>Special Instructions</b>	<ol style="list-style-type: none"> <li>a. Ensure that your name, social security number, course number, class number and date are on the answer sheet.</li> <li>b. This booklet contains 20 multiple-choice questions. You will have one class period (50 Minutes) to complete this practical exercise. You must correctly answer 14 out of 20 questions to attain a score of at least 70 percent to receive a GO. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new practical exercise booklet from your instructor. You may also draw a line on your answer sheet beneath the last number as a reminder.</li> <li>c. All questions have only one correct answer. Make all responses clear and legible on the Answer Sheet. Ensure that the question number in the booklet corresponds to the question number on the answer sheet. Read questions carefully, but move on so that all questions may be answered in the time allotted. If you make a mistake or if you have to change an answer on the answer sheet, erase it completely and then mark your correct answer.</li> <li>d. All work on this practical exercise must be your own. You may not communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass on information about this practical exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken.</li> <li>e. Upon completion of this practical exercise, turn in your booklet, Answer Sheet, and scratch paper or other issued materials to the instructor. You will receive further guidance at that time.</li> </ol> <p><b>DO NOT BEGIN THIS PRACTICAL EXERCISE UNTIL YOU ARE INSTRUCTED TO DO SO.</b></p>

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## Procedures

1. Which is **NOT** a feature of the Personnel Accounting menu?
  1. Loss to the Army
  2. Leave Processing
  3. Transition/Loss
  4. Return from DFR
2. What type of update is prepared when a Soldier physically leaves his/her unit of assignment on a permanent change of station (PCS)?
  1. ASNJ
  2. Arrival
  3. Departure
  4. Loss to the Army
3. What type of update is prepared when a new Soldier is assigned to your unit?
  1. Join
  2. Arrival
  3. Attached
  4. Departure
4. You are deployed with your unit and one of your Soldier's is missing. What transaction will be submitted?
  1. DFS
  2. Departure
  3. Duty Status
  4. Loss to the Army
5. What type of update is prepared when a Soldier is attending a service academy?
  1. Arrival
  2. Departure
  3. Dropped from Rolls
  4. Intra-Unit Reassignment
6. Where would you obtain the Arrival Date to process an Arrival Transaction?
  1. DA Form 645/645-1 or the DA Form 31
  2. DA Form 646/646-1 or the DA Form 31
  3. DA Form 647/647-1 or the DA Form 31
  4. DA Form 647/647-1 or the DA Form 32

7. On which screen within the eMILPO application is the Dropped from Strength update located?
1. Access the Miscellaneous Strength Change Screen
  2. Access the Reassignments screen, and then select ASNJ
  3. Access the Loss to the Army screen, and then select Individual Soldier
  4. Access the Personnel Accounting menu screen, and then select DFR/DFS
8. Which is **NOT** a true statement concerning the Unit Personnel Accountability Report (UPAR)?
1. The UPAR displays only those personnel attached to a unit
  2. The UPAR displays all personnel currently assigned and attached to a unit
  3. The end of month (EOM) requires the commander signature after reconciliation
  4. The UPAR is the commanders' primary tool for accountability of personnel in the unit
9. What is the minimum that the AAA-162 (UPAR) should be produced?
1. Daily
  2. Monthly
  3. Twice a month
  4. Every week and commander's signature is required
10. Who is responsible for inputting Personnel Accountability Updates?
1. NCOIC
  2. Your 1SG
  3. The commander
  4. The Battalion S1 clerk
11. Which is the best explanation reference personnel accountability?
1. Provides inputting of personnel data in an accurate and timely manner
  2. Provides for an accurate account of all assigned personnel regardless of status
  3. Provides for an accurate and timely account of all attached personnel regardless of status
  4. Provides for an accurate and timely account of all personnel assigned or attached regardless of status
12. What is the correct arrival date for an individual arriving to your unit on 20040621?
1. 20040621
  2. 20040622
  3. The date Soldier departed losing UIC
  4. The system date or date the transaction is submitted

13. What is the effective date of DFR, if a Soldier was reported AWOL on 20040603?
1. 20040531
  2. 20040603
  3. 20040702
  4. 20040703
14. Who is responsible for entering duty status changes for attached Soldiers?
1. Parent unit
  2. Forward unit
  3. Subordinate unit
  4. Unit of attachment
15. What documentation is used to change a Soldier 's duty status?
1. DA Form 4186
  2. DA Form 4187
  3. DA Form 2560
  4. DA Form 2655
16. A Soldier is reported AWOL. A duty status transaction has been submitted but in fact the Soldier is present for duty and was never AWOL. How do you correct this error?
1. Depart the Soldier and then re-arrive
  2. Remove all history to the point where the error is (ONLY)
  3. Have the commander approve official removal documents (ONLY)
  4. Both 2 and 3
17. The AAA-165 for your unit contains an expired ETS notification on PFC Joe Snuffy. Your research has revealed he re-enlisted two months ago. What action is required?
1. Annotate the roster with correct ETS date and file it
  2. Process a Transition Loss transaction in the eMILPO application
  3. Contact your retention office to submit an ETS transition in the Retain system
  4. Submit an expire termination of service on the Soldier in the eMILPO application
18. How often should the AAA-165 report be produced?
1. Daily
  2. Weekly
  3. Only at the request of the commander
  4. Monthly and reviewed only as necessary

19. When is the AAA-162 required to be reconciled other than the End of Month reconciliation?

1. Prior to a unit move (ONLY)
2. Change of command (ONLY)
3. Relief of the unit First Sergeant
4. Both 1 and 2

20. What system is used to produce the AAA-162 and AAA-165?

1. Retain System
2. Enlisted Military Personnel Office
3. Electronic Military Personnel Office
4. Enlisted Distribution Assignment System

